

SPECIAL INSPECTION QUALIFICATION GUIDELINES

Qualification guideline for Inspection Agencies and Special Inspectors:

Chapter 17 of the California Building Code requires that the Special Inspector shall demonstrate competence to the satisfaction of the Building Official. The Special Inspection Joint Review Committee, composed of a number of Bay Area jurisdictions, has developed a qualification guideline to facilitate a review and approval process to allow qualified agencies to perform in the participating jurisdictions.

To be considered for qualification, please send one copy of the following information to each of the Committee members of participating jurisdictions (see **Attachment 3**). Please note that if your agency is not able to meet all of these requirements and submit all required information, the Committee will not be able to consider your agency for qualification.

The submittal package must be in a 3-ring binder (with the name of the agency shown on the spine) and tabbed to correspond with the numbers of the 10 items listed below.

Please submit the following:

1. Location of corporate office and all testing facilities operating in the region.
2. Name and resumes of Registered Professional Engineer(s) responsible for inspection and testing activities evidencing experience criteria as per ASTM E329-02, paragraph 7.2.1: ".....the person shall be a registered engineer and a full-time employee of that agency. The person shall have at least five years engineering experience in testing and inspection of construction materials." Please note that resumes must be very specific in showing a minimum of five years experience in testing and inspection. Resumes shall identify dates and experience specific to testing and inspection.
3. Names and resumes of laboratory and field inspection supervisory personnel.
4. An organizational chart that clearly demonstrates the relationship between the responsible engineer, supervisory personnel and testing/inspection personnel.
5. A copy of your regional testing laboratory's latest CCRL Inspection Record including deficiencies and explanations with evidence of how deficiencies have been addressed. A copy of the firm's IAS laboratory accreditation may be submitted in lieu of the CCRL report. For agencies with no laboratory testing facility, the agency must:
 - a. provide evidence your agency has the necessary equipment to perform field tests required during the sampling of fresh concrete (i.e., slump, temperature, unit weight, air entrainment), and
 - b. provide list of qualified agencies performing laboratory testing on your behalf, outlining their scope of service, and including copies of subcontracts/agreements evidencing your arrangements with those firms. Any financial arrangements shall be blacked out prior to submittal.
6. A brief general description of the agency including background information related to type of services offered, years in business, major projects and areas served (a company brochure

may satisfy this requirement).

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7. Samples of the typical inspection, lab and final compliance reports that your agency uses.
8. Matrix list of all special inspectors showing inspection areas for which they are qualified by experience and appropriate certifications for RC, PC, SM, SSW, & FP categories as noted in the table below. **INSPECTORS WHO DO NOT HAVE THE NECESSARY EXPERIENCE AND CERTIFICATIONS TO MEET THESE CRITERIA WILL NOT BE CONSIDERED FOR QUALIFICATION.** Special inspectors-in-training shall be included in this matrix. Please include only those inspectors who are performing inspections and tests that are applicable to the program. Please follow the format of the attached sample matrix (Exhibit A).

| <u>Inspection Category</u> | <u>Appropriate Experience/Certification</u> |
|---------------------------------------|---|
| <u>Reinforced Concrete</u> | a) <u>Minimum one year experience, and</u> b) <u>Certification by ACI (Field Technician Grade 1), and</u> c) <u>Certification by ICC (Reinforced Concrete)</u> |
| <u>Prestressed Concrete</u> | a) <u>Minimum six months plus three years experience in Reinforced Concrete, and</u> b) <u>Certification by ACI (Field Technician Grade 1), and</u> c) <u>Certification by ICC (Prestressed Concrete)</u> |
| <u>Structural Masonry</u> | a) <u>Minimum one year experience, or six months plus one year experience in Reinforced Concrete, and</u> b) <u>Certification by ICC (Structural Masonry)</u> |
| <u>Structural Steel & Welding</u> | a) <u>Minimum three years experience, and</u> b) <u>Certification by ICC (Structural Steel & Welding) or AWS (Certified Welding Inspector)</u> |
| <u>Spray-on Fireproofing</u> | a) <u>Minimum six months experience, or three months plus one year experience in Reinforced Concrete or three months experience in Structural Steel and Welding, and</u> b) <u>Certification by ICC (Spray-Applied Fireproofing)</u> |

9. Copies of applicable ACI and ICC/ICBO certifications and renewals, and copies of fronts and backs of ID cards for all inspectors listed on the matrix. Except as permitted for “inspectors-in-training,” all special inspectors performing reinforced concrete, pre-stressed concrete, structural masonry, fireproofing and structural steel & welding special inspections shall be certified by ICC/ICBO for the applicable discipline. **Please put certification and I.D card packages in alphabetical order and submit only those certifications that are applicable to this program.**
 - a. Photo Identification cards shall be provided for each inspector. The front of the card shall include the name and location of the issuing firm, inspector’s name and photograph, and a statement signed by the responsible engineer ensuring the employee is experienced and certified in accordance with the criteria of this program. The reverse side of the card shall identify appropriate special inspection and testing categories provided by the firm. ID cards shall use an “X”

to designate qualification in each category, and "I-T" to designate in-training. These designations must be placed clearly to the left side of the applicable inspection type.

10. Wet signed and stamped statements from the responsible professional engineer(s):

- a. That he/she is the full-time employee responsible for supervision of technical staff and that all qualification requirements and local building code requirements are followed by the agency and its employees.

Certifying that special inspectors will perform in accordance with CBC Chapter 17; and that they are identified, qualified, and issued I.D cards according to current guidelines.

Assuring that testing and inspection services will be performed in compliance with procedures specified in ASTM E329-02, in particular, paragraph 10.1: "It shall be the responsibility of the agency to ensure that its employees perform only tests and inspections, or both, for which it is adequately equipped and staffed, and that its employees perform only tests and inspections, or both, for which they are adequately trained."

- b. Completed, signed and stamped Acknowledgement of Joint Review Process, Responsible Engineer's Certification, and Special Inspection Agency Summary and Letter of Agreement (enclosed).

The required categorical information must be updated, including information for new employees, and submitted to the Committee members of participating jurisdictions at least 60 days prior to the expiration date of the firm's recognition. Any changes to agency name, ownership, key personnel, responsible professional engineer or additions and deletions of offices within the participating jurisdiction must be reported to the Committee members within 60 days of the change. Failure to report these changes may result in forfeiture of a participating jurisdiction of the agency.

SAMPLE MATRIX
INSPECTOR QUALIFICATION MATRIX

| Inspector Name | Date of Hire | RC * | SM * | PC * | SSW | FP |
|-----------------------|---------------------|-------------|-------------|-------------|------------|-----------|
| Inspector A | 05/04/99 | X | X | I-T | I-T | |
| Inspector B | 07/31/98 | X | X | | | |
| Inspector C | 10/01/00 | X | X | X | X | |
| Inspector D | 10/01/00 | X | X | I-T | I-T | X |
| Inspector E | 10/01/00 | X | X | I-T | | |
| Inspector F | 08/01/01 | X | X | | X | |
| Inspector G | 01/11/01 | | | | I-T | |
| Inspector H | 06/17/99 | X | X | | I-T | |
| Inspector I | 09/22/99 | | | | I-T | |
| Inspector J | 06/26/00 | X | X | I-T | I-T | |
| Inspector K | 10/16/00 | X | X | | X | |

Legend:

RC= Reinforced Concrete
SM= Structural Masonry
PC= Prestressed Concrete

SSW= Structural Steel & Welding
FP= Fireproofing

I-T= In training as lacking certification and/or experience
X= Meets experience and certain certification criteria
*= American Concrete Institute (ACI) Grade 1 - is required

